

# Institute for Certification of Computing Professionals (ICCP)

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## **DANTES Test Centers' Authorization**

The Institute for Certification of Computing Professionals (ICCP) authorizes military installations with DANTES Test Centers to administer the ICCP Certified Computing Professional (CCP) examination and the Associate Computing Professional (ACP) Examination.

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## **Background**

ICCP is a nonprofit organization incorporated in 1973. ICCP was established primarily for the purpose of testing and certifying knowledge and skills of computer personnel.

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## **Constituent Societies**

The following are constituent societies of ICCP:

- Association for Computing Machinery
  - Association for Information Technology Professionals
  - Association for Women in Computing
  - Canadian Information Processing Society
  - Coleman Computer Association
  - Independent Computer Consultants Association
  - International Society for Technology in Education
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## Certification Programs

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### Two Certification Programs

The Institute currently offers two major certification programs:

<b>Certified Computing Professional (CCP)</b>	<b>Associate Computing Professional (ACP)</b>
<p>The CCP examination was developed to:</p> <ul style="list-style-type: none"><li>• measure knowledge and experience of senior-level computer software developers, analysis, and systems managers,</li><li>• measure knowledge appropriate to the management of information processing, and</li><li>• test for knowledge and experience in principles and practices of information and communication systems development, information resource management, system security, and other related disciplines.</li></ul>	<p>The ACP examination was developed to:</p> <ul style="list-style-type: none"><li>• test entry level skills,</li><li>• assist people new to the industry and recent graduates in measuring their abilities, and</li><li>• allow successful candidates to earn semester hour credits as recommended by the American Council on Education (ACE).</li></ul>

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## Description

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### ICCP Examination Structure

For candidates to receive an ICCP designation, they must pass:

- the Core examination (required for all designations), and
  - two Specialty examinations
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### Core Examination

All sections of the Core examination must be taken and passed in one sitting. They cover the following topics:

- Technology
  - Data and Information
  - Human and Organizational Aspects
  - Systems Concepts
  - Systems Development, and
  - Associated Disciplines
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### Specialty Examinations

The Specialty examinations currently offered are:

ICCP Specialty Examinations	
<ul style="list-style-type: none"><li>• Management</li><li>• Procedural Programming</li><li>• Systems Development</li><li>• Business Information Systems</li><li>• Communications</li><li>• Data Resource Management</li></ul>	<ul style="list-style-type: none"><li>• Office Information Systems</li><li>• Software Engineering</li><li>• Systems Programming</li><li>• Systems Security</li><li>• Microcomputing and Networks</li><li>• ACP Programming Languages</li></ul>

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## Description, Continued

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### CCP Examination

ICCP's Certified Computing Professional (CCP) examination is a three-part, multiple-choice examination program divided into:

- Three 110-question examinations with
- 90 minutes allowed for each examination

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### ACP Examination

The Associate Computing Professional (ACP) program offers a two-part examination consisting of:

- a Core section with 110 multiple-choice questions, and
- any **one of six** programming languages (each exam has 66 multiple-choice questions)
  - BASIC
  - Pascal
  - RPG/400
  - COBOL
  - C
  - C++

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### Special Arrangements

ICCP tests are also administered via computer-based testing worldwide. Contact the ICCP office at (847) 299-4227 for information about

- making special arrangements for education institutions that have 25 or more applicants for the ACP,
  - allowing special test dates if the institutions furnish a test site, proctor, and sign a test security agreement, and
  - discounts based on the number of candidates.
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## ACE-Recommended Credit

### ACE-Recommended Credit

The following chart identifies ICCP examination credit recommendations of the **American Council on Education (ACE)** Commission on Educational Credit and Credentials:

Type of ICCP Examination	ACE Panel Recommendation	Minimum Score
<b>Core Examination</b>	18 (L)	70
<b><u>Specialty Areas</u></b>		
Management	3 (U)	70
Procedural Programming	4 (U)	70
Systems Development	3 (U)	70
Business Information Systems	3 (U)	70
Communications	3 (U)	70
Office Information Systems	3 (L)	70
Software Engineering	3 (U)	70
Systems Programming	3 (U)	70
Systems Security	3 (L)	70
<b>ACP Programming Languages</b>	3 (L) for each	70

# Ordering

## Ordering Examinations

To order the CCP and ACP examinations, follow these steps:

Step	Action
1	The candidate or the TCO requests the CCP and ACP announcement that includes the official application from:  <b>Institute for Certification of Computing Professionals</b> <b>2350 E. Devon Avenue, Suite 115</b> <b>Des Plaines, IL 60018-4503</b>  <b>Phone:</b> (847) 299-4227 <b>Fax:</b> (847) 299-4280 <b>CompuServ</b> 74040,3722 <b>Home Page:</b> <a href="http://www.iccp.org/">http://www.iccp.org/</a> <b>E-mail:</b> <a href="mailto:office@iccp.org">office@iccp.org</a>
2	The candidate completes the application and indicates the sections of the examination desired.
3	The TCO submits the application(s) and appropriate fees with a letter on official stationery at least <b>3 weeks</b> prior to the preferred test date to the above address.

## Program Materials and Assistance

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### **Necessary Materials**

Obtain brochures and pamphlets providing information concerning ICCP and its program at:

**Institute for Certification of Computing Professionals**  
**2350 E. Devon Avenue, Suite 115**  
**Des Plaines, IL 60018**

**Phone: (847) 299-4227**

**Fax: (847) 299-4280**

**CompuServ 74040,3722**

**Web site: <http://www.iccp.org>.**

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### **Assistance**

ICCP will address questions concerning the examination program in the following areas:

- applicant qualifications
  - fees
  - educational requirements.
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## Eligibility Requirements for CCP

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### **CCP Requirements**

The CCP certification program is directed to senior level personnel in the information processing industry. Although any person may take any examination, the examinee will not receive a certificate nor be entitled to use the corresponding designation until they meet the following requirements:

- experience
  - professional qualifications, and
  - ethical practice
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## Eligibility Requirements for CCP, Continued

### Experience Required for CCP

The following chart identifies the experience eligibility requirements for CCP:

Experience
Eligibility Requirements for CCP
At least 48 months* of full-time (or part-time equivalent) direct experience in computer-based information systems. Acceptable forms of experience include: <ul style="list-style-type: none"><li>• data processing systems</li><li>• programming</li><li>• management, and</li><li>• teaching computer-based information systems</li></ul>
*The 48 months need not be consecutive or in a single position.
Systems and programming experience gained while employed by: <ul style="list-style-type: none"><li>• data processing equipment manufacturers</li><li>• service centers</li><li>• management consulting firms, or</li><li>• educational institutions</li></ul> may also be applied to this requirement. Clerical, keypunch, direct sales, or experience gained in connection with formal class work will NOT be considered acceptable.
Candidates meeting this 4-year work experience requirement should NOT submit transcripts.

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## Eligibility Requirements for CCP, Continued

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### Academic Alternatives

The following chart identifies CCP academic alternatives:

<b>Academic Alternatives for CCP</b>	
Candidates electing to substitute post-secondary academic work for up to 24 months work experience on the following basis must arrange for official transcripts (with the original seal) supporting their degree to be sent directly to the ICCP by the school. Maximum credit for academic alternatives toward the experience requirement shall not exceed 24 months.	
24 months	Bachelor's or graduate degree in information systems or computer science.
24 months	Associate Computing Professional (ACP) certification.
18 months	Bachelor's or graduate degree in related area including: <ul style="list-style-type: none"><li>• Accounting</li><li>• Business</li><li>• Engineering</li><li>• Mathematics</li><li>• Science, or</li><li>• Statistics</li></ul>
12 months	Bachelor's or graduate degree in non-related area.
12 months	Associate degree or diploma (2-year program) in information systems or computer science.

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### Education Outside U.S.

Candidates who received education in countries other than the United States and Canada may submit alternative proof of courses taken in the form of a letter from a senior administrative official at each school attended or an evaluation of academic experience by the United States Department of State.

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## Eligibility Requirements for CCP, Continued

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<b>Professional Qualifications</b>	<p>Professional eligibility requirements for CCP include:</p> <ul style="list-style-type: none"><li>• signature of a responsible person who can verify the candidate's work experience</li><li>• signature of a responsible person who can verify the candidate's character qualifications through personal knowledge</li><li>• verification of a CCP holder or the candidate's immediate supervisor.</li></ul>
<b>Examination</b>	<p>All candidates must pass a combination of examinations as specified on page III-18-3. After one examination is passed, all sections of the CCP must be passed within 36 months.</p>
<b>Passing Score</b>	<p>Passing score is 70 percent on each of the three CCP examinations.</p>
<b>ICCP Code</b>	<p>Each candidate must subscribe to the ICCP Code of Ethics, Conduct, and Good Practice.</p>

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## Eligibility Requirements for ACP

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<b>Basic Knowledge</b>	<p>Any person who has attained basic knowledge of information processing and one of the programming languages offered may apply for the examination.</p>
<b>Two-Part ACP Examination</b>	<p>The ACP program offers a two-part examination. Each candidate must pass the core section and any one of the six programming languages.</p>

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## Fees

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### Discounted Examination Fees

The following chart indicates the ACP and CCP examination fees for DANTES applicants:

Examination	ACP Fees	CCP Fees
Core Examination	\$129	\$129
Specialty Examination	----	\$129
Second Specialty	----	\$129
Language Exam	\$59	----
Total	\$188	\$387

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## Administration

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### Administration

The ICCP certification examinations:

- are scheduled by the TCO at his/her discretion
  - can be taken by eligible active military personnel
  - can be taken by the following civilians on a space-available basis according to local command policy and Service regulations
    - retired military personnel
    - military family members
    - veterans, and
    - U.S. federal employees
  - **are not funded unless existing regulations provide otherwise.**
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### On Demand Administration

ICCP has authorized DANTES Test Centers to administer the examinations on demand. Allow at least 4 weeks for the Registry to process applications and forward the examination materials.

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## Refunds

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Refunds	All exam fees are nonrefundable. If necessary, candidates may reschedule the examinations by notifying ICCP.
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## Security

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Test Loss or Compromise	Refer to Part I of the <i>DANTES Examination Program Handbook (DEPH)</i> for complete instructions if there is an ICCP test loss or compromise.
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Contact DANTES immediately and refer to specific Service regulations for complete procedures. DANTES address is:

**DANTES  
Code 20F  
6490 Saufley Field Road  
Pensacola, FL 32509-5243**

**Phone: (850) 452-1360  
DSN: 922-1360  
Fax: (850) 452-1161**

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## Web Pages

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**DANTES Web  
Address**

The web address for DANTES is <http://www.dantes.doded.mil>.

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**ICCP Web  
Address**

The web address for ICCP is <http://www.iccp.org>.

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**E-mail  
Addresses**

The DANTES Certification Program E-mail address is  
[certprog@voled.doded.mil](mailto:certprog@voled.doded.mil).

The ICCP E-mail address is [office@iccp.org](mailto:office@iccp.org).

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